

MINUTES

MEETING OF: LIBRARY BOARD OF TRUSTEES
DATE OF MEETING: Wednesday, May 3, 2017
PLACE OF MEETING: Carlsbad City Library Board Room
1775 Dove Lane, Carlsbad, CA 92011

CALL TO ORDER:

Chair Hulsart called the meeting to order at 4:00 p.m.

ROLL CALL:

Present: Trustees DeForest, Hinman, Hulsart, Parsons, and Pearson
Absent: None

Staff Present: Heather Pizzuto, Library & Cultural Arts Director
Diane Bednarski, Deputy Library Director
Suzanne Smithson, Deputy Library Director
Fiona Everett, Senior Management Analyst
Glynn Birdwell, Principal Librarian
Debbie Jo McCool, Associate Analyst
Keith Gemmell, Library Programs & Venues Coordinator
Megan VanZandt, Senior Office Specialist

APPROVAL OF MINUTES:

By proper motion, the minutes of the Library Board of Trustees meeting of April 19, 2017 were approved. Approved 5-0-0-0.

BUDGET OVERVIEW:

The Board was provided the *City of Carlsbad Library & Cultural Arts Budget Summary Fiscal Year 2017-18* handout along with a power point presentation offering budget highlights. Senior Management Analyst Fiona Everett and Associate Analyst Debbie Jo McCool reviewed the budget timeline and the allocated block budget including a two percent increase in maintenance and operations funding. Associate Analyst McCool explained appropriate uses of the department's contingency fund for one-time expenses, unanticipated needs or to invest in long-term projects such as RFID technology enhancement. Trustee Parsons inquired about the impact of carryover funds on the allocated budget. Staff explained the allocated block budget is not reduced when contingency funds are used. The department also has the opportunity to report trends in increasing expenses over time for possible adjustment, i.e. utility costs.

Senior Management Analyst Everett highlighted current fiscal year budget priorities as well as upcoming FY 2017-18 budget priorities and objectives. Library & Cultural Arts Director Heather Pizzuto reviewed the single department request submitted for additional funding, a two-year limited term Senior Program Manager position. This position will provide additional resources to pursue the priority of staff talent assessment and development and succession planning, a

key initiative to prepare for multiple retirements and the need to align staff skills with service delivery needs. This request will be included in the preliminary budget presented to City Council on May 23.

Trustees DeForest and Parsons inquired about the use of contract services versus a limited term position and how the position will be filled. Director Pizzuto explained that the department used contract services in the last fiscal year to develop a process for talent assessment and succession planning; the work ahead requires significant staff effort. This person would be embedded in the department and work with current staff. Various options to hire this position will be explored.

Trustee DeForest asked about the inclusion of grant funding in the budget. Director Pizzuto and Senior Management Analyst Everett explained grant resources which primarily support the literacy program, and provided an overview of other special revenue sources. The amount is a small component of the total budget; in response to a question from Trustee DeForest, the exact percentage will be provided to the Trustees. Special revenue funds are segregated and used for the purpose they were intended, to provide enhanced services beyond what is funded by the city. Fine and fee revenues are deposited directly into the City's general fund, while the department's budget allows for operational funds to maintain programs.

Chair Hulsart inquired about the department's contract costs and any impact from plans for a café. Associate Analyst McCool explained staff had reviewed existing contracts, upcoming new or amended contracts and have incorporated cost adjustments into the budget. Director Pizzuto clarified that potential café improvements represent an example of how the department may use contingency funds to support a one-time effort. The department also has the ability to request funds outside the budget process for special projects.

Trustee Pearson inquired about employee turnover rate and avenues for hiring. Director Pizzuto explained that the Library & Cultural Arts department has one of the most diverse workforce populations of any department in the City of Carlsbad with an age range of 16 years up to 80 years. With a diverse range of skills needed and an opportunity to grow employees, the department's strategy is to develop talent internally in order to maintain a continuous stream of increasingly skilled employees along with attracting talent from the outside.

By proper motion, the Board concurred with the Library & Cultural Arts budget submittal for FY 2017-18. Approved 5-0-0-0.

DIRECTOR'S REPORT:

Name badges -

Trustees needing a badge were asked to advise Senior Office Specialist Megan VanZandt.

Facilities and renovation items -

- Patron elevator repairs are complete, with state inspection received and elevator now back in service.

- Cole Library received a large delivery of additional furniture.

Services and outreach-

- Carlsbad City Library was selected to participate in the Virtual Reality Experience Project sponsored by the California State Library; the library will receive a Virtual Reality system for the public to use along with instruction.
- A biannual survey of residents and library users is anticipated to occur in June/July. This is a separate effort from the annual city survey of residents.

Upcoming events -

- Construction management firm SchneiderCM will receive the construction management project of the year award tonight for their library renovation projects.
- The Community Services portion of the Citizens' Academy takes place May 11 at the Carlsbad Senior Center.
- On May 18, the Serra Cooperative Library System Administrative Council will meet in the Carlsbad City Library Boardroom.
- May 21 is the annual Literacy celebration honoring tutors and adult learners at the Library Learning Center
- Arts & Culture planning sessions will be held in May and June; an overview will be presented to the Board at the June Library Board meeting.
- The North County Mini Maker Faire held at Vista American Gas & Steam Engine Museum June 17-18 will include Carlsbad City Library, showcasing crafting, coding, and digital design services offered through the Exploration HUB and at the Cole Library.

FOUNDATION REPORT:

Representative Parsons announced the appointment of a new Foundation trustee, Karen Pearson.

FRIENDS OF THE LIBRARY REPORT:

Representative Hulsart shared that the Friends will have a booth this Sunday at the Carlsbad Street Fair.

NSDC GENEALOGICAL SOCIETY REPORT:

Board Liaison Cindy Goodger summarized recent and upcoming programs and events. Membership was reported at 326 members currently.

LIBRARY BOARD COMMENTS/ANNOUNCEMENTS:

Trustee DeForest asked about the security of patron data when using the library's copiers and printers. Director Pizzuto explained that public access printers currently are cleared of information, and the request for proposals from new vendors maintained that same requirement.

Trustee DeForest complimented the bluegrass band that recently performed at the Carlsbad City Library.

Trustee DeForest also asked if there was a date for the café to open. Director Pizzuto advised that the department is still awaiting the recommendations from a restaurant/food service consultant retained to provide industry experience which will be used to negotiate with prospective vendors.

Trustee Pearson expressed interest in learning more about the virtual reality project as it progresses. Director Pizzuto explained that staff is now designing programs which will use the equipment when received. Deputy Library Director Diane Bednarski added information about the equipment being provided and anticipated outreach.

Trustee Parsons advised that she will not be available to attend the next board meeting on June 21.

PUBLIC COMMENTS:

None.

ADJOURNMENT:

By proper motion (Parsons/Hinman) and vote the meeting was adjourned at 4:57 p.m.

Respectfully submitted,



Megan VanZandt
Senior Office Specialist